

**CODE ENFORCEMENT OFFICER**

**DEFINITION:**

Under the general supervision of the Chief Building Official, seeks compliance with sections of the Municipal Code, ordinances and resolutions in such areas as planning, zoning, community nuisance, property maintenance, housing, signs, and related areas, and performs related work as required.

**CLASS CHARACTERISTICS:**

Responsible for investigating, analyzing, and resolving issues related to permit or licensing functions mandated by the Morgan Hill Municipal Code. The incumbent is a civilian employee empowered to issue notices of violation, and seek resolutions of problems through administrative processes.

**IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

Duties may include, but are not limited to, the following:

1. Responds to public inquiries regarding permits and/or licenses, explaining Morgan Hill Municipal Code requirements and procedures.
2. Ascertains and gathers facts related to applicable ordinances, codes, laws, rules, and regulations and determines and institutes proper action to be taken.
3. Responds to and investigates complaints regarding violations of City ordinances; issues notices of violations stipulating necessary changes for ordinance compliance; takes appropriate action to insure compliance.
4. Prepares reports and recommendations on code enforcement matters, and gains voluntary compliance.
5. Coordinates actions with other departments, jurisdictions or regulatory agencies.
6. Prepares case information and presents evidence at appeal hearings and other legal proceedings.
7. Explains, interprets, and makes presentations to community groups and businesses.
8. Maintains records of applications, inspections, investigations, violations, hearings and related data.

**MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Completes special projects as assigned.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS:****Knowledge of:**

1. Municipal code enforcement methods and procedures.
2. Principles of investigation, interviewing, and report writing.
3. Safe and efficient work practices related to inspections and enforcement duties.
4. Techniques of negotiations and conflict resolution.

**Skill in:**

1. Establishing and maintaining effective working relationships with individuals and citizens groups, businesses, and other internal and external agencies.
2. Gathering and analyzing data for the purpose of preparing accurate and concise written and statistical reports.
3. Interpreting and implementing assigned regulations, policies, and procedures as they are related to the program.
4. Interpreting City codes and determining corrective action.

**Ability to:**

1. Apply analytical skills and understand impact and consequences of decisions and actions.
2. Read and interpret laws, codes, ordinances and policies.
3. Process information and data in a relevant manner to reach reasonable conclusions and make practical decisions.
4. Travel to remote sites within the City to conduct inspections.
5. Work indoors or outdoors in a variety of climactic conditions.
6. Ability to express oneself clearly and concisely both orally and in writing.

7. Meet deadlines, work independently, and operate office equipment.
8. To work alternative work schedules.

**JOB REQUIREMENTS:**

1. Two years of undergraduate course work equivalent to 60 semester (90 quarter) units from an accredited college or university in a discipline related to the essential functions of this classification.
2. Two years of experience dealing with the public in any of the following types of work: code enforcement, planning, inspection, investigation, or other closely related experience. Additional related experience may be substituted for the education requirement to a maximum of one year.
3. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

**OTHER QUALIFICATIONS:**

1. Local government experience desired.

**MACHINE/TOOLS/EQUIPMENT UTILIZED**

1. Automobile
2. Reports, forms, pencils and pens
3. Computer monitor, keyboard and printer
4. Copy and fax machines
5. Telephone
6. Calculator
7. Municipal Code and record keeping systems
8. Presentation equipment

**PHYSICAL DEMANDS**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Standing, sitting, or walking for extended periods of time
5. Driving
6. Speed in meeting deadlines

**ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS**

1. Indoors: office conditions, 50% of time

- Outdoors: varying conditions, 50% of time
2. Noise level: conducive to office and field settings
  3. Lighting: conducive to office and field settings
  4. Flooring: low level carpeting
  5. Ventilation: provided by central air conditioning
  6. Dust: normal, indoor levels

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